

## **Administrative Assistant**

**Responsibilities:** Primarily support General Counsel and SVP of Investor Relations; secondarily support Chief Executive Officer, Chief Financial Officer and Chief Accounting Officer

- Word processing, mailing, faxing, copying, filing, including filing on RealTrax and Intranet. Assist with maintaining RealTrax and Intranet for legal and investor documents, including Board minutes and consents.
- Update Board calendar and distribute meeting documents in Director Desk portal.
- Prepare and file annual reports with various jurisdictions for legal entities.
- Assist with preparation of filings with the Securities and Exchange Commission using Workiva; primarily proxy statement and current reports on Form 8-K. Maintain SEC filing library.
- Prepare and maintain filing of minutes/consents of the Management/Investment Committee. Maintain annual meeting documentation on RealTrax.
- Arrange for payment of Board retainers, including issuance of shares.
- Prepare and file insider trading documentation (Form 144s & Forms 3, 4 and 5).
- Type investor notes and maintain investor meeting database.
- Create and maintain investor distribution and contact lists.
- Maintain investor conference and meeting schedule.
- Assist in creating and updating PowerPoint presentations for investor and analyst presentations, including printing and binding.
- Distribute earnings call materials to executives.
- Assist with earnings call preparation.
- Assist in investor outreach.
- Assist in updating website with current IR information, property information & general company information.
- Assist with social media outreach efforts.
- Maintain contacts, calendar, and travel arrangements. Prepare expense reimbursements, including for Board members.

### **Education and Experience:**

- College degree and at least 1 year experience in the area of administrative support, or an equivalent combination of education and professional work experience.
- Proficiency in Microsoft Word, PowerPoint, Excel and SharePoint.
- Proficiency in EDGAR filing software a must (Workiva/ebfilings experience preferred).

### **Skills and abilities:**

- General office equipment, including fax machines, copiers, telephones.
- Excellent typing skills, document formatting and styling skills, organization and communications skills.
- Excellent written and verbal communication skills, professional demeanor.
- Flexibility, ability to work well under pressure and in a team environment.

### **Compensation and Benefits:**

- Compensation commensurate with experience
- Benefits package available

